

Job Opportunity Bulletin

Post Date: JULY 2, 2015

COMMUNITY PROGRAM SPECIALIST III

Salary Range: \$5,181 - \$6,437
Permanent, Full Time

FINAL FILING DATE: JULY 16, 2015
Will consider Staff Services Manager I "eligibility"

RE-ADVERTISEMENT: If you applied for this position when it was advertised March 13, 2015, it is not necessary to submit a new application.

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

This position is within the Early Start and Health Services Section. The Community Program Specialist III will provide program support and analytical duties that are critical to enhance health development for persons of all ages with developmental disabilities. The incumbent will also contribute to projects for Early Start, California's program for children birth to three years of age who are served by regional centers.

For complete duties, please see the duty statement on the following page.

Please refer to:

Position # 473-313-8362-101

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ The California Developmental Disabilities Service system.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date. Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-313-8362-101** on your application.

Minimum qualifications (MQs) will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

This position is subject to Re-employment/SROA/Surplus clearance.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: claudia.lutz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (11/2013)

CLASSIFICATION Community Program Specialist III	DIVISION/BRANCH Community Services Division
EMPLOYEE NAME	SECTION/UNIT Early Start and Health Services
POSITION NUMBER 473-313-8362-101	EFFECTIVE DATE

SUMMARY: The Community Program Specialist III (CPS III) directly supervises staff that performs a variety of program specific duties relating to Early Start and Health Services. The CPS III oversees programs and projects and interagency activities and ensures technical assistance is provided to local programs. The CPS III also ensures that staff provides sufficient program monitoring and project evaluation as needed.

EXAMPLES OF DUTIES:

- 45% Provide supervision to staff to ensure completion of analytical responsibilities on project areas relating to Early Start and Health Services for individuals with developmental disabilities. These areas may include: public education and awareness, mental health, health care, and personnel development. Ensure development and maintenance of interagency agreements, grant application preparation and revisions to program regulations.
- 15% Provide supervision to ensure clinical consultation, technical assistance and support is provided on statewide projects and activities related to interagency collaboration, health and behavioral services, outreach and personnel development.
- 15% Ensure technical assistance is provided, as needed, to regional centers, family resource centers and local programs concerning compliance with the federal and State standards and requirements.
- 10% Oversee the development, evaluation and monitoring of standards, policies and procedures related to local program and project implementation.
- 10% Complete or participate on special projects, such as the Interagency Coordinating Council on Early Intervention, and provide data and legislative analyses as required to provide information to policy makers on program objectives.
- 5% Represent the Department in meetings on program issues with regional centers, other state departments, and other public or private entities.

SUPERVISION RECEIVED: Reports directly to the Community Program Specialist IV of the Early Start and Health Services Section.

SUPERVISION EXERCISED: Provides direct supervision to staff working in the Early Start and Health Services Section.

TYPICAL PHYSICAL DEMANDS: Sedentary, non-strenuous, working on a personal computer 60% of total office time. Statewide travel, up to 10% of working time, is required for monitoring and technical assistance activities.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned office in a smoke-free environment.

PERFORMANCE REQUIREMENTS:

Knowledge of: Microsoft Word Office Suite, Windows and related software. The successful applicant will have skills and experience working with people in a teamwork environment. Knowledge of analytical methods is essential to the successful performance of job duties. Knowledge of human service systems and agencies is also essential to the successful performance of the job duties. Knowledge of research methods is desirable.

Ability to: Read and interpret laws and regulations; present data and reports in public and in meetings; evaluate and solve problems accurately and take effective action; read and write English at a level required for successful job performance; draft clear and comprehensive reports and keep sensitive information confidential; meet and deal tactfully with the public; establish and maintain effective working relations with others; apply specific laws, rules and office policies and procedures.

CERTIFICATION OR LICENSE: None.